



**M E M O**

TO: Cass County Commission

FROM: Jim Prochniak, Cass County Emergency Manager *J.P.*

DATE: August 8, 2022

SUBJECT: Agenda Item for August 15, 2022 Commission Meeting: Budget Adjustment

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Emergency Management is asking to move funds from the Temp/Employment Agency line item to Office Equipment. The excess amount in the Temp/Employment Agency line item stems from the difference between the previous City of Fargo Emergency Manager salary and current staff wages.

The City of Fargo recently remodeled the Emergency Management Offices at the Public Safety Building which have been reconfigured to establish space for office collaboration. Attached is a quote for table, chairs, stools, and electronics to outfit the space for daily use by Emergency Management personnel which will also provide additional breakout room for the Emergency Operations Center when activated.

This request does not increase the 2022 budget and these funds are eligible for 50% reimbursement through the Emergency Management Performance Grant. These funds will be forfeited back to the state if they are not used.

**SUGGESTED MOTION:** Transfer \$7,900 from the Emergency Management budget line 101-3701-427.10-25 to budget line 101-3701-427.74-02 to purchase tables, chairs, stools and associated electronics to support an extension of the Emergency Operations Center.



Cass County Emergency Management

CONFERENCE ROOM

**Date: 8/8/2022**

Prepared For: Amanda Johnson

Quote Number: 7680-33390

Valid For 27 Days

Prepared by: Kayla Frank

Confidential

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# CUSTOMER QUOTE

# 7680-33390

Expires: 9/4/2022

**Bill To**

Cass County Emergency Management  
 CITY OF FARGO PUBLIC SAFETY BUILDING  
 4630 15th Ave N  
 Fargo, ND 58102

**Ship To**

InterOffice - Warehouse  
 1620 1st Ave N  
 Fargo, ND 58102

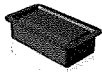
**Install To**

Cass County Emergency Management  
 CITY OF FARGO PUBLIC SAFETY BUILDING  
 4630 15th Ave N  
 Fargo, ND 58102

project #	salesperson	quote name	payment terms	print date
7680	Kayla	Conference Room	50% down, Remainder Due Upon Receipt	8/8/2022

/ Final Option

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
1	1.00	EA	HZ400S.422196L / +OE1 One-Piece Standing Communal Table, Sng Sided,sq-edge,42" h (bar height),21" d,96" w,lam top/thermoplastic edge	\$1,437.31	\$1,437.31
			<u>OPTIONS</u>		
			2 +Two Cutouts For Logic Mini Vine (Rectangle) - Y1415 & Y1412		
			N +No Screen		
			LBC +Walnut On Ash		
			LBC +Walnut On Ash		
			98 +Studio White		
2	1.00	EA	DP1CYS.284896LAC / Headway Tapered Shape, Y-Base, Seated Ht Table,sq-edge,28.5" h,48" d,96" w,lam top/thermoplastic edge,1 cut,center cut	\$1,721.88	\$1,721.88
			<u>OPTIONS</u>		
			L5 +Cutout For Logic Y1425 5 Port		
			LBC +Walnut On Ash		
			LBC +Walnut On Ash		
			98 +Studio White Leg With Studio White Foot		
			T +Trough		
3	2.00	EA	Y1412.1 / Logic Mini Grommet, Rectangle	\$18.04	\$36.07
			<u>OPTIONS</u>		
			91 +White		



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# 7680-33390

Expires: 9/4/2022

/ Find Option

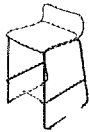
LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
4	7.00	EA	1033.BK1.B.AR6 / Novo, Midback, Mesh Back, Basic, Multi-Adj Arms	\$371.50	\$2,600.50



OPTIONS

- NOVLUM Adjustable Lumbar Color Selection
- AL1 AL1 - Black
- NOVACCLUM Lumbar Accent Color Selection
- LA13 La13 - White
- NOVCYL Cylinder Height Option
- CH1 Ch1 - Standard Cylinder
- FC12 Fc12 - White Frame
- B20 B20 - White Nylon Base
- CS5 Cs5 - Carpet Casters
- NOVMESH Novo Mesh Back Colors
- MC21 Mc21 - Nickel Mesh
- 10800 Fabric Or Leather Upholstery Selection
- FABRIC Fabric - Fabric Grade Selections
- FG2 Fg2 - Fabric Grade 2
- LAGUNA Laguna - Laguna Standard Color Selection
- EMERALD Emerald - Laguna Emerald
- PKG4 Packaging Options
- KD Kd - Knocked Down
- ~ ~ - No Selection

5	3.00	EA	1171.FT2S2.US.PB.AR0 / Baja Wire Rod Stool, Upholstered Seat, Plastic Back, Armless	\$286.50	\$859.50
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OPTIONS

- BA--FRMWR Frame Information
- FC15 Fc15 - Chrome
- BA-STOOLBK2 Stool Back Location Selection
- BK3 Bk3 - Low Back
- BA- Caster/Glide Option Selection
- 1171BASEWRO G0 - No Glides
- D Plastic Shell Color Selection
- G0 Sc21 - Arctic
- BA-SI--RIO- Seat Fabric/Vinyl Grade Selection
- SHELL Fg2 - Fabric/Vinyl Grade 2
- SC21 Laguna - Laguna Standard Color Selection
- BA--1011US Emerald - Laguna Emerald
- FG2 Package Selection
- LAGUNA Ac - Fully Assembled In A Carton
- EMERALD
- BAJAPKG
- AC

6	1.00	EA	Y1415.2M36G06 / Logic Mini - Vine, 2 pwr modules, 1 simplex receptacles, 1 pwr USB A/C Combo, 36" between split points, grom mount, 6' cord/conduit	\$470.93	\$470.93
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OPTIONS

- 91 @White (Finish)

7	1.00	EA	Y1425.IA10 / Logic G1000 Grom Mtd Electrical Distributor, 4 simplex receptacles, 1 pwr USB A/C Combo, pwr cord w/ plug end, 10' cord/conduit	\$481.65	\$481.65
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OPTIONS

- 91 @White (Finish)

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# CUSTOMER QUOTE

# 7680-33390

Expires: 9/4/2022

/ Find Option

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
/ Find Option TOTAL					
				subtotal	\$7,607.84
				sales tax	\$0.00
				<b>total</b>	<b>\$7,607.84</b>

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
8	1.00	EA		\$265.00	\$265.00

**Customer Sign-Off**

Thank you for your Business! By signing below, you are approving InterOffice to place the above order for you and agree to the Terms and Conditions below.

(Option Total)

subtotal	\$7,872.84
sales tax	\$0.00
<b>total</b>	<b>\$7,872.84</b>

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Accepted Date

\_\_\_\_\_  
 Print Name

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# CUSTOMER QUOTE

# 7680-33390

Expires: 9/4/2022

## TERMS AND CONDITIONS OF SALE

### 1. PROPOSALS AND ORDERS

- a. **TERM:** All prices quoted by InterOffice are valid for thirty (30) days from date of proposal, unless otherwise noted.
- b. **ACCEPTANCE:** All orders require either a hard copy purchase order issued by Buyer or a proposal prepared by Seller which has been approved by an authorized signatory of Buyer.
- c. **MODIFICATIONS/CHANGES/CANCELLATIONS:** Any requested modification to an order is subject to the approval of Seller and the manufacturer or supplier of the goods ordered. Buyer will pay all additional charges resulting from order modifications, cancellations and changes. Express ship orders cannot be changed or cancelled. All product is custom manufactured to customer specifications and therefore cannot be returned. Changes must be made via a revised purchase order or signed and dated revised proposal.
- d. **DEPOSITS:** A deposit of 50% is required on all orders. All required deposits must be received by Seller prior to the entering of any orders. No interest shall accrue against any such deposit.

### 2. INVOICING

- a. **TIMING:** Product purchased under this Agreement and any related installation, or other services, will be invoiced upon delivery of the product. Any product being held at Buyer's request or due to construction delays will be invoiced in full upon Seller's receipt of same and a holding/storage fee will be assessed to the Buyer.
- b. **TAXES:** Buyer agrees to pay any and all applicable taxes. If Buyer possesses tax-exempt status, a certificate of resale or tax exemption is to be provided prior to order placement.
- e. **DELAYS:** If Buyer is unable or unwilling to receive product at the prescribed shipping site on the mutually agreed upon delivery date, product will be deemed delivered and will be invoiced as if delivered.
- d. **PAYMENT:** Client agrees to pay transaction fee (3%) of the sale price shown on the proposal (including sales tax) when the method of payment is by accepted credit card. (VISA, MC, AMEX, Discover)

### 3. DELIVERY AND INSTALLATION

- a. **DELIVERY AND INSTALLATION:** If included in the scope of services and specifically itemized on this proposal. Delivery and installation will be during Seller's normal business hours of 8am to 5 pm Monday thru Friday. Overtime delivery or installation performed at the Buyer's request will be subject to labor rates reflecting time and one-half for weekdays and double time for weekends.
- b. **BUYER'S ACCEPTANCE:** Buyer agrees to have an agent on the premises at the agreed upon delivery time to accept product deliveries and completed work. All merchandise shall be considered accepted after Buyer or agent has signed the delivery document. All claims or exceptions must be made in writing on the delivery ticket or bill of lading on the date of work completion.
- c. **DROP SHIPMENTS:** In case of drop shipments where product is delivered without installation, Buyer will receive, inspect and install ordered goods.
- d. **CONDITION OF JOB SITE:** Buyer's job site shall be clean, clear of all obstructions, and free of debris prior to installation. Additional charges will be assessed to the Buyer for excessive handling, storage and transportation incurred because of site conditions, activity of other trades, or other reasons not specifically identified in the price quotation at a standard hourly rate or at actual charges, if labor is performed by a third party.
- e. **ELECTRICAL INSTALLATION:** A licensed electrician may be required to install electrical product including outlets, tasklights, and hook-ups to base building power. If Seller determines that an electrician is required, the Buyer will be responsible for contracting and paying the electrician.

### 4. ADDITIONAL TERMS

- a. **WARRANTIES:** Seller will identify all manufacturers' warranties and will provide to the Buyer reasonable assistance to permit the Buyer to assert claims based upon such warranties directly to the manufacturer at Buyer's expense.
- b. **ACTS BEYOND REASONABLE CONTROL:** Seller shall not be liable for any delay or failure to deliver any or all of the product caused by labor disputes, strikes, act of God, or other delay beyond the reasonable control of the Seller.

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# DEPOSIT INVOICE

# 7680-33390-0

due by 9/4/2022

**Bill To**

Cass County Emergency Management  
 CITY OF FARGO PUBLIC SAFETY BUILDING  
 4630 15th Ave N  
 Fargo, ND 58102

**Ship To**

InterOffice - Warehouse  
 1620 1st Ave N  
 Fargo, ND 58102

**Install To / End User**

Cass County Emergency Management  
 CITY OF FARGO PUBLIC SAFETY BUILDING  
 4630 15th Ave N  
 Fargo, ND 58102

PROJECT #	SALESPERSON	QUOTE NAME	PROJECT NAME
7680	Kayla	Conference Room	KF/CCEM - Conference Room

**Deposit Details Summarized by Phase**

Option	Phase	Price	Tax	Total	Deposit Amount
Conference Room	Final Option	\$7,607.84	\$0.00	\$7,607.84	\$3,803.92
	Dealer Services	\$265.00	\$0.00	\$265.00	\$132.50
		<b>\$7,872.84</b>	<b>\$0.00</b>	<b>\$7,872.84</b>	<b>\$3,936.42</b>
<b>Total</b>		<b>\$7,872.84</b>	<b>\$0.00</b>	<b>\$7,872.84</b>	<b>\$3,936.42</b>
			<b>Order Total</b>	<b>\$7,872.84</b>	
			<b>Sales Tax</b>	<b>\$0.00</b>	
			<b>Total</b>	<b>\$7,872.84</b>	
			<b>50% Deposit Due</b>		<b>\$3,936.42</b>

Cass County Emergency Management  
4630 15th Ave N  
Fargo, ND

**FURNITURE PLAN**  
DATE: 8/5/2022  
PROJECT: [Order entry, Dealer PO code, Number]  
DESIGNER: Kayla Frank

© HermanMiller/InterOffice - Multiple Seating  
Architectural/Dealer/Cass County Emergency  
Management/Conference Room Configuration/under

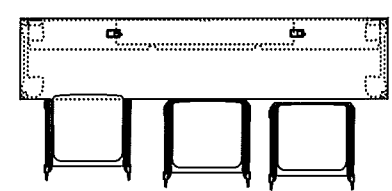
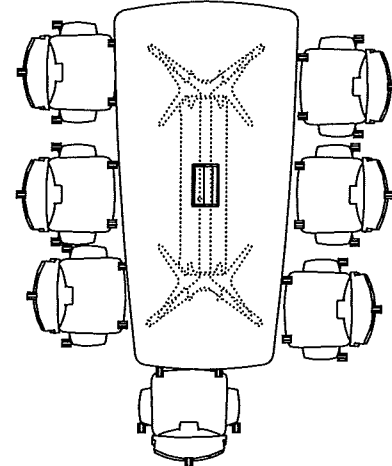
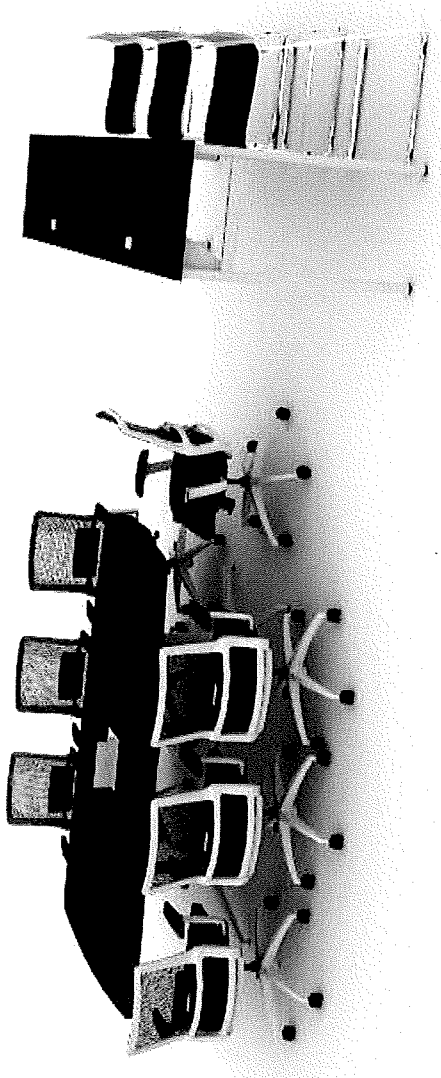
**CLIENT APPROVAL**  
I HAVE REVIEWED THESE PLANS AND THEY CONFORM TO OUR REQUIREMENTS. I UNDERSTAND THAT ANY MODIFICATIONS TO THESE PLANS WILL RESULT IN ADDITIONAL CHARGES.

APPROVED AS DRAWN  
 APPROVED AS NOTED  
 NOT APPROVED

SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

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**InterOffice**  
WORKSPACE FURNITURE  
1630 1ST AVE N  
SUITE A  
FARGO, ND 58102  
701-232-3013  
HermanMiller  
Authorized Dealer



**FURNITURE PLAN**  
1/4" = 1'0"

